

Caravan Park Approval to Operate Inspection Checklist

Land and Site Requirements	Yes	No	Comment
Has the number of sites changed since the last approval to operate was issued?			
Total Number of Sites			
Number of long-term sites (min. area size 80 square metres)			
Number of short-term sites (min. area size 65 square metres)			
Number of camp sites (with separate parking space within 30m) – min. area size 40 square metres; otherwise, 50 square metres.			
Community Amenities - is a minimum of 10% of the total land area reserved for recreation or other communal activities.			
Site identification - Are dwelling and camp sites numbered or identified with its site boundaries clearly outlined?			
Management	Yes	No	Comment
Register of occupiers maintained from at least one person per site: full name and address/ dates of arrival and departure/ site identification/ registration number of caravan or campervan OR compliance plate for relocatable home (cl.121)			
Information Sheets for occupiers (cl.122)			
Community Map displayed and available			

Amendments to community map provided to Council as soon as practicable (cl.124)			
Approval to operate, Local Government Regulation 2021 available to occupiers(cl.125)			
Fire Hose Reel certificate has been supplied to council in the last 12 months (cl.128)			
Emergency and evacuation plan displayed in a prominent position to the occupants			
Fire Hydrant certificate (if applicable), has been supplied to council in the last 12 months			
General	Yes	No	Comment
Garbage arrangements satisfactory and the receptacles in a clean and Sanitary condition. (cl.126)			
Fire Hydrants- Dwelling sites, camp sites and community building located within 90m from a double-headed pillar-type fire hydrant. (cl.127)			
Fire hose reels- Dwelling sites, camp sites and community building located where can be reached by a fire hose. (cl.128)			
Adequate car washing bay area; no runoff to waterways (cl.129)			
Setbacks	Yes	No	Comment
All dwelling sites have vehicular access to an access road. (cl.87)			
Community building located at least 10 metres from the boundary of the park OR Screened, fenced, enclosed, or otherwise treated (cl.88)			

All dwelling/camp sites are located 10 metres from a public road and./or 3 metres to any property boundary (cl.89)			
Separation distance- Moveable dwellings separated from another moveable dwelling at a minimum distance of 3m (LT sites) or 2.5m (ST and camping sites) (cl.91)			
Roads	Yes	No	Comment
Entrance and exit roads- Are the entrance and exit roads from the caravan park/camping ground at least 7 metres wide (5 metres for a divided road) (cl.93)			
Park has a forecourt, measuring at least 4 metres by 20 metres (cl.93)			
Width of the roads- Are the width of the access roads at least 6 metres (two-way) or 4 metres (one-way) (cl.94)			
Speed limit signs visible and not exceeding 15km/h (cl.95)			
Adequate resident parking- 1 resident parking space for each dwelling/camp site. If off-site, clearly marked for identification (cl.96)			
Adequate visitor parking -1:10LT/20ST> disable parking space 1:100 sites. (cl.97 and cl.98)			
Road surface- Are all access roads, including passing and parking bays, made with an all-weather seal and provided with an adequate drainage system (cl.99)			
Lighting- Have all access roads been provided with adequate lighting (cl.100)			

Utility Services - Waste Management	Yes	No	Comment
Water supply- Is the business connected to a mains water supply or provided with an alternative water supply service that complies with the Australian Drinking Water Guidelines (cl.101)			
Sewerage- Is the business connected to the main sewer or provided with an approved alternative sewage disposal system (cl.102)			
Waste dump point- Is there at least 1 dump point accessible to short term sites?			
Sullage Points- Are Short Term sites provided with sullage points 10m or less from the connection point(cl.102)			
Drainage- Adequate stormwater drainage system to all dwellings and camp sites (cl.103)			
Electricity Supply - Is a reticulated electricity service supplied to all dwelling sites			
Electricity Supply - Long Term sites supplied by means of an electrical circuit connected to a separate electricity meter			
Amenities (Toilets, shower rooms and laundry) – not including self contained moveable dwellings and dwelling sites provided with ensuite facilities (cl.106)	Yes	No	Comment
<i>Note: 1) A shower can be fulfilled by providing a bathtub – 2) Urinals may be filled by providing 1 person urinal or a 600mm length urinal facility - 3) two camp sites are counted as one dwelling site</i>			
Construction of shower and toilet blocks compliant structurally? (cl.110)			

Proximity of dwelling sites to shower and toilet blocks (measured in a straight line) – Long Term sites located within 75m, Short Term sites 100m from a shower or toilet block			
Male Toilets and Urinals (clean and sanitary) Number available			
Female Toilets (clean and sanitary) Number available			
Male Showers with hot and cold water (clean and sanitary) Number available			
Female showers with hot and cold water (clean and sanitary) Number available			
Male Handbasins with hot and cold water and mirror (clean and sanitary) Numbers available			
Female Handbasins with hot and cold water and mirror (clean and sanitary) Numbers available			
Disabled facilities provided Number available			
Mirrors in good working order			

Laundry Facility	Yes	No	Comment
Laundry blocks adequately constructed (cl.119)			
Laundry tubs (min. 1:50 Long Term sites/ min. 1:60 Short Term sites) Number available			
Washing machines available (min. 1:25 Long Term sites/ min. 1:30 Short Term sites- provided with hot and cold water) Number available			
Mechanical clothes dryer provided (min. 1:60 Long Term sites/ min. 1:80 Short Term sites)			
Adequate clothes drying areas (outdoor) (min. 50m) and at least 2m per dwelling site.			
Ironing facilities (min 1:60 Short Term sites): Iron board, electric iron, and a power point available for connection.			